

## **Appendix E**

### **Duties and Responsibilities of the Radiation Safety Officer**

The RSO's duties and responsibilities include ensuring radiological safety and compliance with both Agency regulations and the conditions of the license. Typically, the RSO's duties and responsibilities include ensuring the following:

- Activities involving licensed material that the RSO considers unsafe are stopped
- Radiation exposures are ALARA
- Development, maintenance, distribution, and implementation of up-to-date operating and emergency procedures
- Individuals that use fixed gauges are properly trained
- Possession, installation, relocation, use, storage, routine maintenance and non-routine operations of fixed gauges are consistent with the limitations in the license, the SSD Registration Certificate(s), manufacturer's or distributors recommendations and instructions
- Safety consequences of non-routine operations are analyzed before conducting any such activities that have not been previously analyzed
- Non-routine operations are performed by the manufacturer, distributor or person specifically authorized by the Agency, NRC or an Agreement State
- Prospective evaluations are performed demonstrating that unmonitored individuals are not likely to receive, in one year, a radiation dose in excess of 10% of the allowable limits or personnel monitoring devices are provided
- Personnel monitoring devices, if required, are used and exchanged at the proper intervals, and records of the results of such monitoring are maintained
- Documentation is maintained to demonstrate, by measurement or calculation, that the TEDE to the individual member of the public likely to receive the highest dose from the licensed operation does not exceed the annual limit in 180 NRC 4-013
- Fixed gauges are properly secured
- Notification of proper authorities of incidents such as damage to or malfunction of fixed gauges, fire, loss, or theft
- Investigation of unusual occurrences involving the fixed gauge (e.g., malfunctions or damage), identification of cause(s), implement of appropriate and timely corrective action(s)
- Radiation safety program audits are performed at intervals not to exceed 12 months and development, implement, and documentation of timely corrective actions
- When the licensee identifies violations of regulations or license conditions or program weaknesses, corrective actions are developed, implemented, and documented
- Licensed material is transported according to all applicable DOT requirements
- Licensed material is disposed of properly
- Appropriate records are maintained
- An up-to-date license is maintained and amendment and renewal requests are submitted in a timely manner
- Posting of documents required by 180 NRH 10-002

- Provide written notifications of annual radiation exposures to all monitored personnel as required by 180 NAC 10-004
- Proper authorities are notified in case of accident, damage to gauges, fire, or theft
- Unusual occurrences involving the gauge (e.g., accident, damage) are investigated, cause(s) and appropriate corrective action are identified, and corrective action is taken
- Radioactive material is transported in accordance with all applicable DOT requirements
- Review dosimetry reports for all monitored personnel to determine if unnecessary exposures are being received.